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Deputy Director
Intelligence Community Staff

16 June 1983

NOTE FOR:

D/ODP

FROM: Eloise R. Page
AD/ICS

Thankfully, it appears that the issue of advisory role has now been resolved. I do believe, though, as I told you on the phone, that charter should be in writing to eliminate any misunderstanding about her presence at SAFE meetings and contact with SAFE personnel. I have signed; after you do so, please return to us for distribution. Thank you.

Eloise R. Page

Attachment:
MOU (DCI/ICS 83-3766)

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DCI/ICS 83-3766
21 June 1983Memorandum of Understanding (MOU), Support for the Analysts'
File Environment (SAFE) Program Advisor

1. As a consequence of the SAFE program redirection last summer, the SAFE project now commands high visibility within the Intelligence Community and receives continuing congressional interest. In support of senior managers, who have continued their close attention to the programs' evolution, a program advisor, [] has been assigned to provide regular and continuing independent assessments on the health of the SAFE program. [] will support and report directly to RADM Burkhalter, Director of the IC Staff, and [] Director of Data Processing (D/ODP). This position, which is purely advisory in nature, excludes any responsibility for the day-to-day management of the SAFE program. Day-to-day management responsibilities clearly reside with the manager of the Consolidated SAFE Project Office (CSPO), who reports to senior managers in both CIA and DIA, who have accepted complete accountability for the success or failure of the SAFE program.

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2. [] will assume a dual role, as both an IC Staff advisor and a SAFE consultant. As information is gathered on program issues affecting SAFE development, system quality assurance, and operations support, an objective and ongoing review of the SAFE program will be provided. Operating guidelines established to outline [] interaction with SAFE program personnel and to facilitate the regular exchange of information on SAFE are as follows:

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- Regular contact with the program Quality Assurance Contractor, Geodynamics Corporation, contingent on prior coordination with the CSPO program manager and COTR.
- Access to CSPO project personnel down to CSPO sectional managers and their deputies and senior CIA and DIA user representatives.
- Attendance at meetings to include design reviews, monthly management and technical meetings, weekly segment status meetings, and special conferences on significant project initiatives.
- Access to project documents to include official contractor documentation, contractor monthly reports, calendar of major scheduled SAFE meetings and formal reports prepared by CSPO.

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Access to information and personnel according to these guidelines will be afforded to to enable the development of useful program assessments.

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CONCUR:

Eloise R. Page
AD/ICS

CONCUR:

D/ODP

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SUBJECT: Memorandum of Understanding (MOU), Support for the Analysts'
File Environment (SAFE) Program Advisor

Distribution: (DCI/ICS 83-3766)

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